



POSITION VACANCY ANNOUNCEMENT 17-FTNGD - 37

**Opening Date: 30 August 2017
Closing Date: 11 September 2017**

BRANCH OF SERVICE: ARMY NATIONAL GUARD

POSITION TITLE: JOC NCO

LOWEST/HIGHEST GRADE AUTHORIZED: SPC/E-4 through SFC/E-7

DURATION OF ASSIGNMENT: 15 Sep – 30 Sep 17. This position is Full-Time National Guard Duty (FTNGD) (Formally ADOS) and is dependent on availability of funds. Orders may be extended or revoked depending on funds availability, job performance, continued need for the position, and mission requirements.

ORGANIZATION: South Dakota National Guard DOMS

SELECTING OFFICIAL: LTC James S. Selchert
DOMS
(1-605-737-6772)

LOCATION: Rapid City, SD

Announcement does not constitute commitment to fill position.

POSITION DESCRIPTION:

- (1) Assists in the management and daily operations of the Joint Operations Center. Establishes and maintains cooperative working relationships with Federal, state and public agencies and military units within the state. Obtains and/or exchanges information pertinent to emergency support plans and activities of mutual interest or major concern. Evaluates, analyzes and disseminates information of interest to the JOC Manager, Adjutant General or his staff.
- (2) Takes calls from Federal, state and the public on exchange of information and records all pertinent data. Relays information through various communications equipment to appropriate personnel. Notifies other agencies concerning the call as necessary. Records action taken, equipment assigned and other pertinent information in various databases. Monitors radio communications of law enforcement officers, fire department, and emergency operations.
- (3) Examines, analyzes and interprets data from a variety of resources, i.e., interrelated electronic monitoring instruments, visual displays, area maps, news reports, and electronic mail to detect conditions of the area, either normal or abnormal. Maintains log records of activities occurring during the shift as a source of information for production reports, and operation efficiency status. Establishes, maintains and keeps updated the resources and operational functions/readiness of all JOC equipment once per shift.

- (4) May participate with the JOC Manager in briefing key staff members on significant emergency situations and providing situational assessments requiring response and recommendations for appropriate action. Establishes priority of actions based on a variety of situations, and uses judgment when appropriate. In a minimum of time and without error, employee must be able to copy, validate, process, and relay the message to appropriate personnel.
- (5) During joint forces exercises or actual emergencies, serves as a member of the JOC emergency response team to provide support to either the Federal, state or public operations. Will perform various tasks, such as activating the JOC, exchanging information with other emergency response agencies, coordinating data collection and reporting, coordinating with field personnel, preparing briefings or situation reports, etc. Ensures all classified documents are properly prepared, reproduced, distributed and stored.
- (6) Controls COMSEC information, material, and devices and is responsible for receipt, inventory, storage, issue, protection and destruction. Maintains overall security of the Joint Operations Center and performs entry control and escort procedures during assigned shift.
- (7) Performs a wide variety of administrative services. Conducts studies to determine requirements for communication devices, office automation hardware and software. Ensures required publications are readily available. Types a variety of narrative and tabular correspondence from rough drafts and corrected copies. These items include forms, reports, statistical material, charts, etc. Uses a variety of automated systems in the office environment to store/retrieve/manipulate data with word processing, database management, spreadsheets and graphics software packages.
- (8) Performs other duties as assigned.

QUALIFICATION REQUIREMENTS:

Knowledge of and skill in applying an extensive body of Federal, state and public sector, regulations, methods, and procedures to perform a wide variety of joint operation center assignments and to handle a wide range of problems and situations.

Extensive knowledge of the mission, organization structure, and the role other agencies play in the successful completion of the Joint Operations Center.

Skill and ability to perform work and function effectively during periods of high stress. Requires skill during these high stress/emergency periods to: analyze and evaluate a variety of events/occurrences that require making instantaneous decisions; setting priorities and exercising judgment in resolving events; recording pertinent data; and ability to provide, effective communication, both orally and in writing, in order to provide factual and concise information to a wide range of personnel and organizations as to current events and status of the Joint Operations Center.

Knowledge of, and skill in using, a variety of communication devices, both voice and data, for receipt and delivery of information essential in executing the mission.

Knowledge of and skill in maintaining security of all classified information to include voice communications and hardcopy materials, as well as security of the joint operations center facility.

Submit the following:

1. DA Form 1058-R (Army Guard).
2. Current Retirement Point Assessment Statement (RPAS) NGB 23A.
3. Letter of Recommendation from Unit Commander.
4. Resume.

5. Most recent Medical Operational Data System (MODS) Individual Medical Readiness Record (IMRR)
6. Most recent AITS height and weight printout
7. Most recent DA Form 5500 or 5501[If height and weight listed on AITS height and weight printout is above the limits of Table 1 (Screening Table Weight) AR 600-9]
8. APFT Score Card (DA 705) with a successful passing score within 12 months.
9. Copy of any permanent profiles
10. Copy of this FTNGD announcement

Applications must be postmarked by the closing date and mailed to address below or emailed to jenny.r.litzen.mil@mail.mil

SD National Guard
HUMAN RESOURCE OFFICE
ATTN: SSG James Blackwell
2823 West Main Street
Rapid City, SD 57702-8170

FULL TIME EMPLOYEES OF THE SOUTH DAKOTA NATIONAL GUARD: Applicants should notify their full-time supervisor and respective Directorate/MACOM Administrative Officer of their decision to apply for this position.

EQUAL OPPORTUNITY: The South Dakota National Guard does not discriminate in employment on the basis of race, color, religion, sex (including pregnancy and gender), national origin, political affiliation, sexual orientation, marital status, retaliation, parental status, or other non-merit factor. Selection will be made from those applicants determined best qualified in terms principally involving experience, demonstrated ability/performance, and training.